**Mission Archive 4/15/2009**

**Global Think Tank Overview: (guide for phone conversations/letters, etc.)**   
  
A think tank is a brain trust of best practices among schools around the country. When asked by the National Coalition of Girls Schools to host on our campus the first Global Think Tank, we at GPS gladly accepted the challenge. We are looking forward to providing a venue where give-and-take among teachers considering change can take place.   
  
On October 29-30, 2009, representatives of schools from across the country will meet on the GPS campus in Chattanooga, Tennessee to exchange ideas about global education, focusing on what works, what doesn't, and what is still “in the works.” The event will focus on all aspects of global education--inside and outside of the classroom. Many independent schools nationwide have already embraced a curriculum that reflects the shifting leverage in our world today. Our Think Tank will offer many opportunities for sharing this experiences.  
  
  
  
**Contacting Speakers and/or facilitators:**

* Introduce yourself and let them know the purpose of your call
* GPS is sponsoring a Global Think Tank on October 29-30
* We would like them to be involved (as speaker, facilitator, committee member, etc.)
* Briefly give them an overview of the plan (two day event in Chattanooga, etc.)
* Discuss specifics about their role (we will need to develop job description/committee members to explain/send to them.)
* Ask them to send their vitae/resume and a digital photo (used for promotion, intros, etc)
* Ask for their correct mail/emailing information, phone preference and times
* Let them know the next step (next on-line meeting, conference call, etc.)
* Send in writing a confirmation (thanks for serving as….) and an overview of the conference (promo piece) and specific information about their role/presentation/etc (job description/timeline of duties). (Maria write this and email promo piece to those who call)

Potential Contacts (Call Kitty Burns first, if needed)  
  
**\*Anne did not have phone numbers for these folks. I will try calling Kitty Burns on Monday, or you can google the school. I did add the location to ease your search - Jill**\*

* Bitty Dorr at Hathaway Brown (Cleveland, OH) (Maria or Bess call)
* Ann Pollina, head at Westover School (Middlebury, CT (yes CT, not VT)), (Scott Call)
* Joan Lonergan, Head of Castilleja (Palo Alto, CA), (Maria Call)
* Susannah Jones, Head at Holton-Arms (Bethesda, MD) (, (Bess Call)
* Karen Roark, head of Winterim at Harpeth Hall (Nashville), (Maria Call)
* Margaret Broad, Head of St. Margaret's (British Columbia) (Bess Call)

If they say NO - ask if they have any suggestions for other facilitators  
("guide on the side" as opposed to "sage on the stage") Jenise!